

## SOP 1.9

### TITLE

#### REALTIME OPERATIONS FEEDBACK COORDINATION

### PURPOSE

To define the coordination between the POIC and Ops Prep Team that is for synchronicity between ongoing realtime operations and pre-increment preparation.

### PARTICIPATION

POIC Cadre                      Ops Prep Team

### EFFECTIVITY

Increment 2 and subsequent

### REFERENCE DOCUMENTATION

MSFC Space Station Payload Operations Integration Configuration Management Plan  
(FD32-CMPLAN-01)

POH, Vol. 1, SOP TBD (CM SOP's)

### GENERAL

ISS operations consists of two distinct but interwoven phases: real-time and preparation. These phases are continuous for the life of the station and occur in parallel; i.e. as current operations are being implemented in real-time, other activities are working towards months or years in the future. As such, there needs to be a link between the operations personnel and the operations preparation support personnel preparing for the next increments. POM provides that link. POM shall have the responsibility of providing knowledge learned on-orbit to the operations preparation personnel, and likewise, knowledge learned during the operations preparation phase of increments to the increment operations personnel. The types of knowledge transferred between these two groups of people include safety, configuration management changes, PODF changes, training, and planning. Knowledge may be passed from the increment operations cadre by requesting that an OCR be converted to an ECR, or by documenting a Lessons Learned in their Daily Status Report. Operations preparation

personnel may request that a change be made to the increment Operations Activity by requesting that an ECR be converted to an OCR. (Ref Fig 1.9-1)

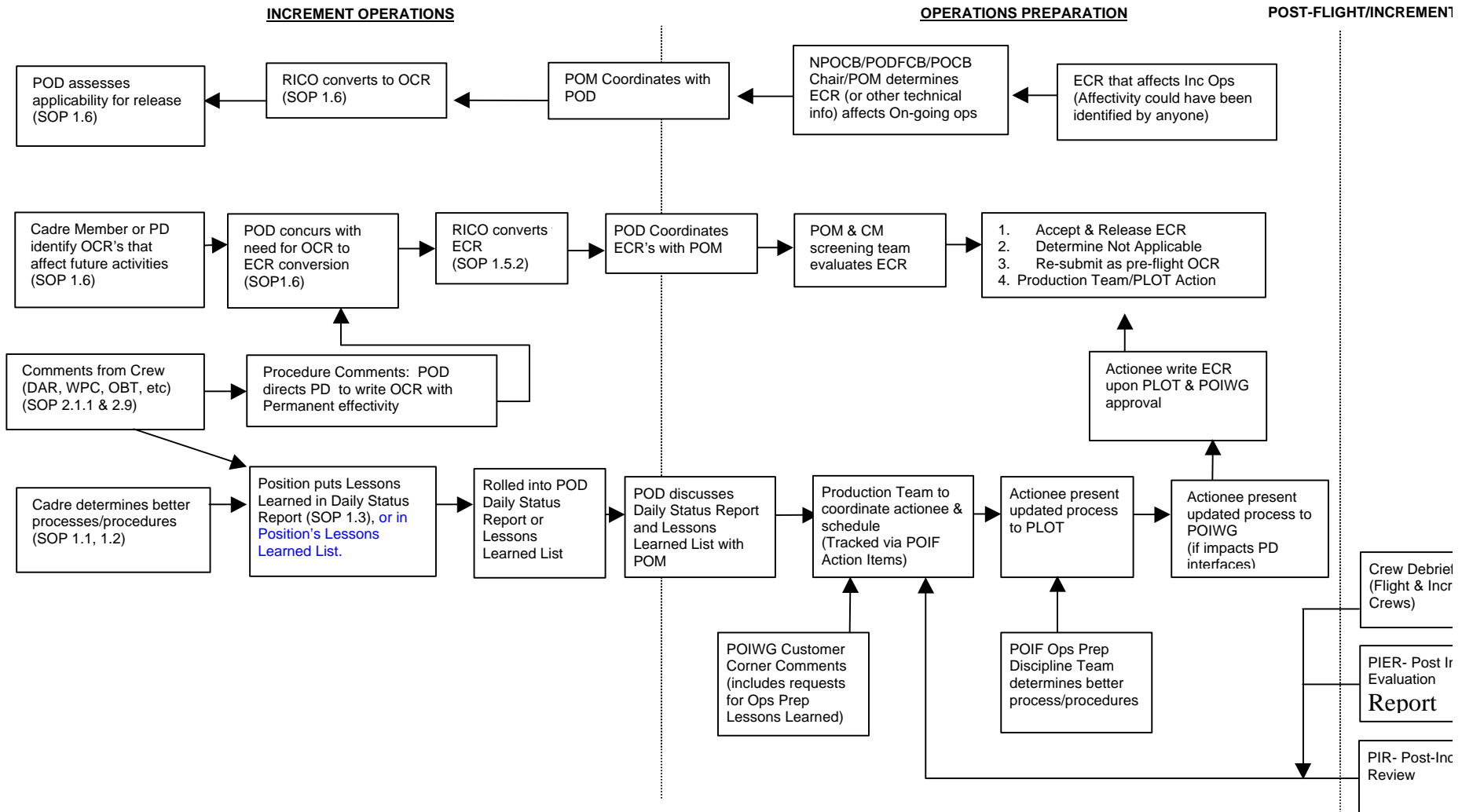


FIGURE 1.9-1 OPS FEEDBACK FLOW

## PROCEDURE

Note: These procedures have no set timeframe; it is implemented on an “as needed” basis.

### **A. OPS PREP TO REALTIME**

1. POM or POCB/NPOCB/USPODFCB Chair determines that an ECR/CCBD to an ops prep product should be assessed for implementation by the realtime team. The PLOT or Production Team Lead may also identify potential process/procedure updates based on new information coming in from preparation activities. (Ex. Rack testing at KSC. A particular procedure may benefit from a change, but the change should be tested on-orbit prior to implementing forevermore.)
2. All potential inputs to the POIC Cadre shall be forwarded to POM.
3. POM discusses ECR, CCBD or other inputs with POD for applicability.
4. POD directs RICO to convert the ECR/CCBD to an OCR. (SOP 1.6 & 1.5.3)

### **B. REALTIME CHANGES THAT SHOULD BE ASSESSED BY THE OPS PREP TEAM**

1. Realtime Changes affecting future Increment Operations may be identified in several ways:
  - a) A cadre member or User identifies in an OCR that the change request should be made “Permanent for future increments.” (Ref SOP 1.6).
    - i) These OCR’s may be to Cadre Ops Documentation (ex. POH/PL Regs) or to Increment Products (Ex. activity definitions, crew procedures)
  - b) PAYCOM records crew comments made during DAR, WPC, OBT sessions. (SOP 2.9)
    - i) For comments to baselined operations products, POD directs the requirements owner (User) to write an OCR and/or ECR to reflect the crew comments. PAYCOM tracks the crew comments to ensure that an OCR has been written.
    - ii) For crew comments to OPR controlled products or operations preparation documentation, PAYCOM records the crew comment/Lessons Learned into their Daily Status Report.
  - c) A cadre member or User identifies the need for an improvement in a process in their Daily Status Report. (Ref. SOP 1.1, and SOP 1.2)

2. The Daily Status Reports is rolled up into the POD's Daily Status Report (Ref SOP 1.3). Those comments and Lessons Learned that are completely internal in nature will not be included in the POD's Daily Status Report, but will be on the POD/POM discussion list.
3. For OCR's that have been indicated as being "Permanent for future increments", POD directs RICO to send the OCR to POIF CM for submission as an ECR. (SOP 1.5.2)
  - a) The ECR is evaluated by POM and PL Board Chair(s) for release (see POH, Vol 1)
4. POM evaluates the Daily Status Report for Lessons Learned that should be assessed by the Ops Prep Team or process owners. POD and POM also discuss internal Lessons Learned during their tag-ups.
  - a) POM transfers Lessons Learned to the Ops Prep Team (see POH Vol 1)